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Greetings from the All-America City of Lewiston:

Each month, this report from the City Administrator's office provides a brief summary and update of major activities, events, projects, and programs that impact the community of Lewiston. Feel free to send your comments and suggestions.

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ITEMS OF INTEREST

ABOVE AND BEYOND THE CALL OF DUTY

Recently while on a hydrant clearing detail, Paul Pleau, of Lewiston Public Works encountered an elderly woman in the street frantically waving him down. Paul stopped his loader to find out what he could do to assist this panicked woman. She explained she could not turn her stove off and feared it would cause a fire. Paul went into the house to offer help and after speaking with her to calm her down, learned that she lived with her son who just went to the store and would be right back. He also noted that this woman might be suffering from dementia issues. The lady showed Paul the stove. The burner controls were taped in the off position except for the one she had turned on by cutting the tape. The tape was apparently put there by her son to keep his mother from operating the burners. She repeatedly tried to put her hands on the still red-hot burner, but Paul held onto her hands and spoke calmly to her. He feared she would injure herself, so he stayed until her son returned. When he arrived, her son thanked Paul for his care and action which kept this lady safe, and prevented almost certain severe injury and possibly fire. Paul treated this lady as if she were his own mother, the same as he would do for anyone needing help.



Special thanks go out to Paul for his dedication and concern! Paul received the Employee of the Month Award at Public Works for the month of February.

“TAKE THE MONEY; YOU’VE EARNED IT!”



The Lewiston-Auburn CASH Coalition, with Lewiston taking a lead role since 2004, is once again (8th consecutive year) promoting the Earned Income Tax Credit, a Federal benefit for low-to-moderate-income workers. The Coalition provides **FREE** tax preparation/e-filing at the Lewiston Multi-Purpose Center & Auburn City Hall facilitated by IRS-certified volunteer preparers. The sites also provide asset-building coaches to assist with financial education. **To schedule a FREE tax prep appointment, LA area residents may call 513-3160.** An eligible 2010 Federal tax return can result

in a tax credit of up to \$5,666. For more info, visit www.lewistonmaine.gov and click on the EITC link under “Special Notices.”

The Maine Association of Police’s annual awards banquet was held in South Portland on January 29th. See **pages 11-12** for the names of the officers who received awards at this year’s event.

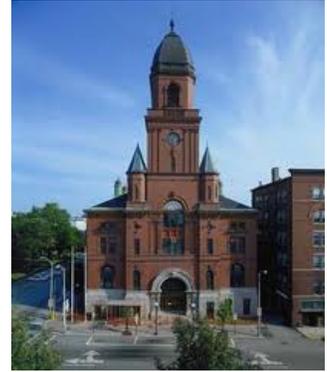
Awards are based on merit and nominations from the membership. Recognition is given to members who represent their departments, MAP, and the profession with outstanding performance in their duties.



CITY ADMINISTRATOR

Five Year Capital Improvement Program (LCIP) Released

Staff has completed the annual update of our five year capital improvement plan, something we do each year prior to the start of the annual budget process to ensure that capital needs are recognized as the budget is developed and approved. The plan calls for \$12.6 million in investments in the upcoming fiscal year including: \$6.1 million for the General Fund; \$2.2 million for sewers; \$1.6 million for water; and \$1.8 million for stormwater. Some interesting projects include: renovation and expansion of the Airport terminal building (\$250,000); replacing our voting machines (\$50,000); road maintenance and reconstruction (\$1,910,000); Ash Street improvements (\$490,000); outer Lisbon Street repaving (\$143,000); the Riverside Greenway multi-modal trail (\$464,000); improvements to Kennedy and Marcotte Parks (\$235,000); and property acquisition and demolition (\$200,000). Most City utility projects are related to federal clean water regulations or replacing old and worn out infrastructure. The City has a policy that limits the amount of general obligation debt that can be authorized in any year to no more than 97% of the average amount paid off over the prior three years. For the coming year, this limit is about \$6.7 million and only \$4.6 million in bonds have been proposed. This is part of a multi-year effort to reduce the City's outstanding debt and our annual principal and interest payments. Over the five years covered by the plan, we hope to reduce total General Fund debt by \$10 million. The Planning Board has reviewed and recommends approval of the plan. A public hearing was held at the regular Council meeting of February 15, 2011, after which the Council adopted the plan.



Single Stream Recycling Coming in July



The City Council has approved instituting single stream recycling beginning in July 2011. This will make recycling easier for all of us. It will also save the City about \$30,000 per year. Instead of separating recyclables by type, simply combine all glass, metal, paper, cardboard, and plastics (#1-7) into one recycling container. If you're like me, you may currently have a number of recycling collection bins around the house (cans and glass under the sink; newspapers in the family room; office paper in the den; etc.) With the new system, all recycling can be placed unsorted into a single container for collection. We hope to see a significant increase in the amount Lewiston recycles when this new system is implemented.

Annual Audit Completed

The City's outside auditors presented the annual audit to the Council in January. Overall, the City continues to be in sound financial condition, ending last year in better shape than was initially projected. Of note, the City's undesignated fund balance increased slightly, primarily due to lower than budgeted expenditures.

Sabattus Street Zoning Under Review

The City Council recently denied a request to rezone several parcels located on Sabattus and Atwood Street from Neighborhood Conservation "A" to Highway Business District. These parcels are located in the block bounded by Sabattus, Old Greene, Atwood, and Garcelon. Instead, the Council requested that staff review the zoning in this entire block. The parcels along Sabattus, which are generally about 100 feet deep, are currently zoned Highway Business; those along Atwood are Neighborhood Conservation A. Given the development standards for Highway Business, the existing 100 foot lot depths make commercial uses difficult to impossible. At the same time, owners of residences along Atwood are concerned that additional commercial expansion in this area will negatively affect them. This issue has brought the City's attention to the land development issues currently facing older developed areas fronting on major arterials and in close proximity to residences. Staff will be developing a potential approach to such areas that will allow for appropriate mixed use while protecting existing residential properties.

Canal Purchase Negotiations

You may not know that the mill district's canal system is currently owned by NextEra Energy, not the City. The City does, however, have the right to water delivered through the canal system for electrical generation at a small hydro station located at the downstream end of the canal system. In order to retain water in the canals, the City must continue to generate electricity, a problematic requirement given the age and condition of our generating equipment. In recent years, it has cost the city more to generate electricity than it has received in selling that power. In order to maintain water in the canals, preserve this historic feature, and transform the system into an amenity to support development, the City has been negotiating with NextEra to gain ownership. As these negotiations continue, further information on this project will be forthcoming.



ASSESSING

January in the Assessing Department marks the transition to preparing the 2011-12 tax roll based on the April 1, 2011 state taxing date.

Activity included preparation of the 2011 personal property letter and associated return letters. In early February, approximately 1,500 personal property returns will be mailed to business taxpayers advising them of their responsibilities and requesting that they declare their personal property assets. In Lewiston, over \$6,000,000 is collected via personal property tax bills and the Business Equipment Tax Exemption program. The Assessing Office recently completed all of the 801A and 801B forms required for reimbursement of taxes paid on eligible assets in 2009. Participation by Lewiston taxpayers is one of the highest rates in the state – 20% -- and returned over \$3,100,000 to personal property taxpayers.



In January, the office also prepared 1,000 non-resident forms, 500 mobile home forms, and 100 Franklin Property forms for mailing. The mobile home and Franklin forms are sent to determine changes in ownership given the lack of recorded deeds for these types of properties.



Severe weather conditions in January impacted the real estate inspections conducted for the 4-year review program as well as those involving new building permits.

CLERKS

Appointments to Boards and Committees

Worked with the Mayor to complete the annual appointments to the various city boards and committees and notified the citizens and related departments of their appointments.

Dog Licensing



By state law, all dog licenses expire December 31st of each year. In mid-January, a reminder mailing was distributed to all owners (about 650) of as yet unlicensed dogs reminding them of the mandatory state late fine of \$25 that is effective February 1. Many renewals were processed in January prior to the late fine.

Renewal of Taxi Driver Permits

The City licenses approximately 50 drivers each year. We worked with the Police Department on criminal background and driving record checks for each applicant. Once approved, we prepare their driver ID badge.



November 2010 Election Wrap-up

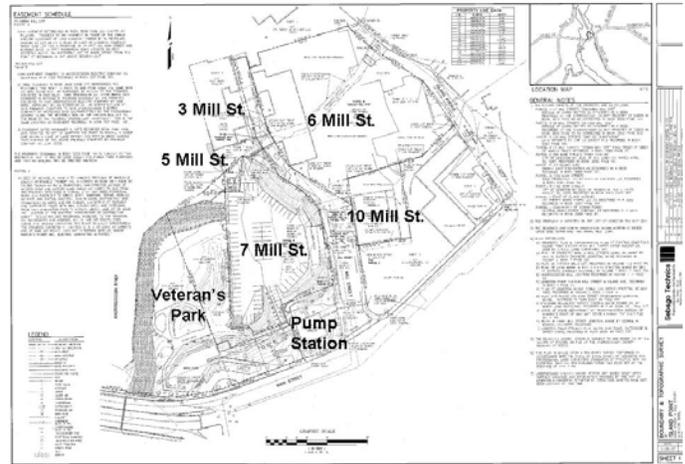
Due to the statewide recount for the Oxford casino question, the Secretary of State's Office needed to obtain our incoming voter lists used at the polls during the November election. The State returned our lists in January allowing us to begin the process of entering the names of every voter who voted in that election into our database. Entering and retaining this voter turnout history is a requirement of state law.

ECONOMIC DEVELOPMENT

Island Point

The City has worked with several developers over the last decade to redevelop Island Point, a high profile site in the city located on the river and near the Great Falls. Twenty-six thousand cars a day

drive by on Main Street. High site development costs have been one of the contributing factors that have led to prior proposals not coming to fruition. The City has entered into a joint development agreement with George Schott to transfer ownership of 6 and 7 Mill Street (former Libby Mill site and the parking area adjacent to Veteran's Park) to one of his development companies, Great Falls, LLC. In exchange, Great Falls will build a retaining wall that begins on the western edge of 6 Mill Street and increases the elevation of this parcel up to that of Mill Street. Great Falls already owns 3 Mill Street (the former Cowan Mill site). The outcome will be a development site that is ready for a project as the economy emerges from the recession. Engineering and permitting work has begun. The City Council has authority to approve the use to be built on the site, ensuring that it will be of high value.



Riverfront Island Master Plan

A request for proposals from consultants to develop a comprehensive master plan for the area of the city bounded by Island Point, Cedar Street, the main canal and the Androscoggin River was issued on January 19th. The RFP has generated significant interest from across the country. Proposals are due back on February 17th, when the work to pick the best consultant for the job will begin. The master planning process will include considerable public engagement, so stay tuned and think about how this area of the city can best be utilized.

Make Mine Local

Locally brewed Baxter Paloma Pale Ale and Stowaway IPA are now in stores and on tap at local restaurants and bars. Baxter is the first New England craft brewed beer available in cans, so it is safer, easier, and lighter to take with you. To learn the story behind the can, tours are available daily at the brewery in the Bates Mill Complex behind Fishbones and next to Cross Canal #1.



Looking for a Parking Spot?

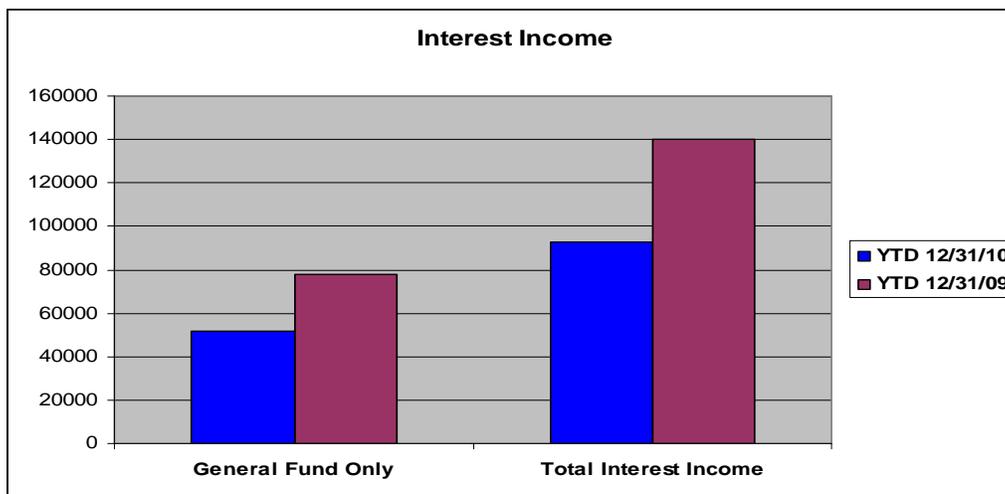
With the opening of the Lincoln Street Garage in December, there are now 1,256 public parking spaces downtown. Over 1,000 of them are in strategically placed garages on Lincoln Street, Chestnut Street, Canal Street, Lisbon Street, and the corner of Oak and Park Streets. Parking costs \$1 per hour with a daily maximum of \$6. ***Parking for cars that are in and out of the garage within one hour is free, as is parking after 6 pm.***

FINANCE

The Investment Officer has prepared the semiannual investment report pursuant to the City's policy. A brief synopsis of the report is provided below.

Investment Type	Book & Market Value	Current Yield	Days to Maturity	Interest Earned as of 12/31/10
Cash Management	\$16,106,438	.3%	1	\$25,485
Certificates of Deposit	\$12,048,000	1.2%	270	\$67,288

The City's portfolio comprises investments from all City funds with the exception of the Library Endowment. Interest income is allocated monthly to each individual pooled fund based upon a prorated balance. The current investment yield of 1.2% is slightly lower than the average yield of 1.4% for the first six months of the fiscal year, reflecting the maturity of higher yielding certificates of deposit. The City, as with many investors, continues to suffer from the unprecedented low rates of return as illustrated in the table below. The earnings in both examples decreased while the average daily balance between the two periods increased from \$21 million in 2009, to \$28.3 million in 2010.



Although other high-yielding investments may be available, they fall outside of the investment policy's compliance with the principles of liquidity, safety and security. All City funds are either swept daily into a perfected repurchase agreement or invested in varying certificates of deposits. In either case, the City's investments are insured by FDIC or fully collateralized with an irrevocable stand-by letter of credit issued by the Federal Home Loan Bank of Boston for up to \$40 million. As such, this type of security is recognized as a Category 1, the highest category, by the Governmental Accounting Standards Board. This remains our primary consideration in protecting the City's assets.

The complete semiannual investment report is available upon request.

FIRE

On Saturday, January 29th, the Lewiston Fire Department was host to over 200 guests who attended the unveiling of a new \$180,000 state-of-the-art mobile command center for use by the State Fire Marshal's Office. The keys to the unit were transferred from generous donors Anne & Gil Blais to State Fire Marshal John Dean. Mr. & Mrs. Blais, founders/owners of La Boit Inc. of Columbus, Ohio, made the donation to their native State of Maine.

Governor Paul LePage, State Fire Marshal John Dean, and Mayor Laurent F. Gilbert, Sr. expressed their appreciation to the Blais for their generosity and for remembering Maine. State Fire Marshal John Dean *stated*, **"This is a vehicle that we could never afford, but it is one that will get plenty of use. I have never expected to experience this level of generosity in my career. We are also very grateful for the hospitality of the Lewiston Fire Department in hosting this event. We work with the Lewiston Fire & Police Departments on a regular basis, so we are pleased that we are able to share this great event with them."**

Remarks from U.S. Congressman Michael Michaud as well as representatives from the offices of U.S. Senator Olympia Snowe, U.S. Senator Susan Collins, and U.S. Congresswoman Chellie Pingree also expressed gratitude to the Blais for giving back to their native state.

The vehicle will enable the Fire Marshal's office to better serve Maine's residents during a time when states are required to do more with less. The unit will be utilized for investigating fires and explosions as well as other tasks. It is 33 feet long and 11 1/2 feet tall. The command center has a conference room, four workstations, kitchen, galley, bathroom, air conditioning, and a large retractable awning. It is powered by a diesel engine and has a large diesel generator.



Lewiston Fire Chief Paul LeClair notes, **"The Lewiston Fire Department was pleased to host this very special event. The La Boit company donation will greatly enhance the outreach ability of the Fire Marshal's Office, something every community in Maine will benefit from."**

INFORMATION TECHNOLOGY

EnerGov

Two additional departments have begun to use EnerGov, Public Works and General Assistance. Peter Parker has been holding weekly training sessions with employees of the Public Works Department. They are currently issuing three types of permits through EnerGov; 1) Contractor Excavation Permits, 2) Contractor Occupancy Permits, and 3) City Street Opening Permits.



Peter has also been working with the General Assistance Department. GA uses EnerGov to cross reference properties for violations prior to providing a resident with assistance. They can also view the history of a property and find the current owner. This will reduce the cost of printing weekly reports and the number of daily calls required for verification with the Assessing Department.

Peter and the Planning and Code Enforcement Department are still working to address any problems that arise, either with the City of Auburn's assistance or directly with our Project Coordinator from EnerGov. Bi-weekly meetings are still being held to discuss successes and/or issues.

The next phases of this project will address business licensing and citizen access. When fully operational, citizens and businesses will be able to apply for and receive certain licenses and permits via the internet, avoiding the need to travel to and from City Hall.

Conversion Project



The conversion from Novell to Microsoft is moving forward. We have created several software scripts to automate the process, but the I.T. Department still has to touch every PC and laptop in the organization. This exercise has given us the opportunity to do a little housekeeping such as moving email archives to the server level for nightly backups and synchronizing the administrator accounts to allow managed access. This phase of the conversion should be completed in February. The next phase will be at the server level during the month of March. The targeted "Go Live" date is the first of April. This is one more step toward an integrated and more efficient electronic environment.

New Website

A steering committee of Council, Finance Committee, and City Staff is hard at work on the City's new web site. Our consultant, **CivicPlus**, has developed a schedule for the project that calls for going live later this summer. The new web site will not only be more attractive, it will be designed to make it easier for citizens and others to find the information they need and to do business with the City on-line. Staff is excited about this project and its ability to improve our customer service, especially to those who prefer to work through the internet

LIBRARY

Library Programming

January was an active month at the Library. Public programs included: **eReader Roundtables** (for citizens wanting to learn more about electronic readers); **Art Van "Fill the Tank" Party** (see details below); **"Avoiding the Money Trap"** financial literacy and education program co-sponsored with LA CA\$H Coalition; **Let's Talk About It** (final meeting of 5-month Maine Humanities Council book discussion series); and a **Great Falls Forum** talk on the new federal healthcare law.



Upcoming programs in February include: **Great Falls Forum** (2/17: Ike Levine on Professors Beyond Borders); Bates **College Harvard Center Community Celebration** (2/4); **Becoming a U.S. Citizen** (2/8 and 2/12, co-sponsored with Immigrant Legal Advocacy Project); **Diabetes and You: Health and Wellness Fair** (2/15, co-sponsored with Common Ties Mental Health Services and Tri-County Mental Health Services); and a continuation of the **eReader Roundtables** (2/16).

Art Van



One of the most popular programs in the LPL Children's Room is the **Art Van!** The multi-colored van and their enthusiastic staff show up at the Library on Monday afternoons from 4 to 5:30 PM and provide art activities for the Library's younger clientele. Although the Friends of LPL provide some of the funding for this program every year, the majority of the fundraising to bring Art Van here is done by the Art Van staff themselves through grant writing and other activities. On Saturday, January 29th, LPL hosted a "Fill the Tank" fundraiser and party that included activities and entertainment for all ages along with a silent auction and raffle that raised \$565 for future art programming at the Library.

PLANNING & CODE ENFORCEMENT

Summary of Permit Activity for 2005-2010 Calendar Year

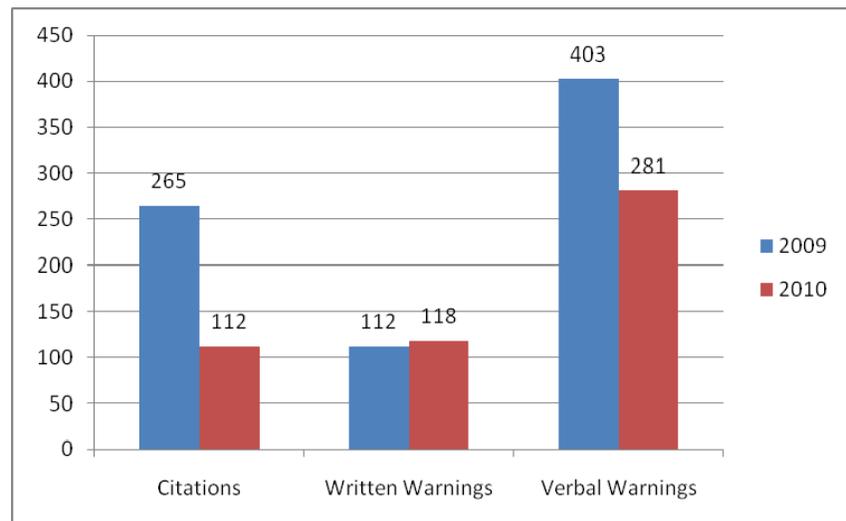
	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Building						
Permits Issued	903	845	748	607	549	599
Construction Value	\$47,030,631	\$90,848,678	\$36,671,774	\$54,291,896	\$24,183,083	\$58,283,197
Plumbing						
Permits Issued	397	285	213	201	199	160
Electrical						
Permits Issued	975	908	672	648	584	536

POLICE DEPARTMENT

Stats

In the month of January, the Police Department responded to 2,967 Calls for Service. The agency initiated 583 vehicle stops resulting in 193 citations and 181 written warnings with the remaining stops resulting in verbal warnings. There were 140 adult arrests and 18 juvenile arrests during this period as well as 77 criminal summonses issued. There were 11 arrests on narcotics violations and 5 arrests for operating a motor vehicle while under the influence of alcohol or drugs. The parking enforcement and patrol divisions issued 1,022 parking tickets in the month of January.

January	2011
Calls For Service	2967
Vehicle Stops	583
Citations	193
Written Warnings	181
Verbal Warnings	209
Adult Arrests	140
Juvenile Arrests	18
Criminal Summonses	77
Narcotics Arrests	11
OUI Arrests	5
Parking Tickets	1,022



Events & Activities

Community Service Officer of the month: For the month of January, Officer Jeffrey Burkhardt is highlighted for his service to the community. Off. Burkhardt attended Morse Zoo Pre-school speaking with children about police work and personal safety issues involving children. Off. Burkhardt is also known as one of the biggest supporters of the Special Olympics program in the State. In January, he participated in two Special Olympic programs, volunteering at downhill and cross-country events.

The following Lewiston Police Officers received awards at the Maine Association of Police annual awards banquet in South Portland on January 29th:

- Officers Joey Brown and Scott Hill received the **Heroism Award** for rescuing an unconscious male from an apartment building that was on fire.
- Lieutenant Adam Higgins also received the **Heroism Award** for apprehending a robbery suspect armed with a knife who was caught in the act of robbing a convenience store clerk.

- Detectives Trevor Campbell and Roland Godbout received the **Meritorious Service Award** for their work in apprehending burglary suspects. Their combined clearance rate for burglaries was 70% in 2010, far above the national average.

Lt. Roger Landry retired after 27 years of service with the Department. His final duty was as the Lt. of the Criminal Investigative Division. Roger will be greatly missed and we wish him well.

PUBLIC WORKS

The following is a summary of Public Works happenings during January:

Winter Operations

- Virtually all of our Highway, Parks, and Water & Sewer folks are involved with the City's winter operations by sanding/salting or plowing City streets and sidewalks. During January, we had 8 sanding events and 4 "plowable" storms. Total snow in January was 31 inches, bringing our winter total to 50.5 inches so far. Our equipment has held up reasonably well and we make adjustments as needed to respond. 
- On January 26th, a temporary night crew was established to begin snow removal in the downtown area. Daytime snow removal on arterials began on January 28th. We have already noticed some inefficiency in our snow removal operations. Without the additional trucks we use to contract for removal, our snow blower loading the trucks sits idle about 15-20 minutes each time our trucks go to dump their loads. (Something to consider for future.)
- For plowing operations, the reduction of resources (contractor and in-house plows) has affected our response, and citizens have noticed it is taking longer to complete plow runs. Long storms lasting more than 12-16 hours will have more impact as we do not have the personnel to completely relieve our primary operators. This was expected as mentioned when we briefed the City Council in November. 
- We are about half way through the winter with a little less than half the budget spent, so right now we are in okay shape; but, if the frequency of storms continues as it did in January, we may have a challenge ahead.

Water, Sewer and Stormwater

- Work is still ongoing on the ~\$8 million UV water treatment facility at Lake Auburn and the bid for Phase 2 continues to be evaluated. Hopefully work on Phase 2 will begin in early spring.
- We experienced 2 service leaks and 2 main breaks during the month of January compared to 1 service leak and 8 main breaks in December.
- We tested 224 water meters, and changed out 94. 
- We also spent a huge amount of time doing snow removal at hydrants, sewer lift stations, water pump stations, and reservoirs. Sandblasting and painting hydrants is on going daily.

Public Buildings

- The building at the Pettingill School was relocated to the Solid Waste Facility and set on the foundation. Alterations to the building to house our Solid Waste staff are underway and will reduce energy costs with a payback for this project of less than 5 years!
- We continue working with the Police Department to relocate some of their folks from the former Lincoln St sub-station to share space at the PW Operations Center. This move could close and ultimately eliminate the need for the Lincoln St sub-station, freeing this parcel for other potential uses. This will save LPD about \$10,000/year in operational costs.

Other Work

- Budget - The biggest push in January (aside from all the snow!) was to get the 1st draft of the FY2012 budgets prepared and submitted to the Finance Department. This is a huge undertaking as Public Works prepares 34 budgets totaling nearly \$18 million (includes Water, Sewer, and Stormwater Utilities). Work on the budget will continue with Administration and the City Council through this spring.
- Avon Mill Demolition - As mentioned last month, the demolition of the Avon Mill (corner of Lincoln St and Locust St) has begun. The road improvements at this intersection are planned to be completed next summer.
- The City Council approved a move toward single stream recycling, which will begin in July. The solid waste and recycling contracts have already been approved by the Finance Committee and a contract to process the single stream recycled material is ready to be issued. More public education will be coming as we get closer to implementation.

RECREATION

Notable News

Lewiston/Auburn Youth Court



The newest member of L.A.Y.C., Lewiston High School student Kon Maiwan, is in the final stage of completing the Model Youth Court curriculum. As one of the volunteers, he is learning about the role of law in society, its application to youth, application of the law to real respondents, as well as the roles of the court positions from Bailiff to Head Judge.

At the 1/25/11 District Court hearings, Kon's role was that of Assistant Defense Attorney in two court cases. He did an excellent job. Lewiston High School student Amber Langlois' (three-year Youth Court veteran) was Side Judge for two court cases. Both Kon and Amber did an excellent job.

The Recreation Department Director is the trainer for the student volunteers. The Director educates and prepares the Youth Court members to function effectively in the judicial roles within the Tribunal Model Court System.

Special Events at the Armory and MPC

Elan School Basketball Games, ten (10) Basketball travel games (Girls/Boys – Grades 3/4, 5/6, 7/8), Open Door Christian Academy games, East Auburn Baptist Church teen night, Gymnastics meet, E.I.T.C/LA Cash Coalition training and tax preparation appointments.

SOCIAL SERVICES

ALL GENERAL ASSISTANCE CLIENTS ARE NOW SEEN BY APPOINTMENT ONLY.

Scheduling appointments has reduced walk-in traffic.

The full-time receptionist has been reduced to a part-time position effective 2/1/11.

<i>Statistical Activity</i>	<i>January 2011</i>	<i>FYTD</i> <i>7/1/2010-6/30/2011</i>
<i>Office Traffic (Duplicated)</i>	672	5,047
<i>New Clients</i>	70	482
<i>Households Served (OT) (Unduplicated)</i>	222	1,504
<i>Housing Expenditures</i>	\$75,651.00	\$463,057.00
<i>Total Expenditures</i>	\$82,237.94	\$533,680.51
<i>State Reimbursement</i>	\$41,118.97 (50%)	\$265,724.08
<i>SSI Reimbursement</i>	\$ 202.00	\$13,307.26
<i>Other Reimbursements</i>	\$ 0	\$ 2,232.36
<i>Actual Municipal GA Cost (net)</i>	\$40,916.97	\$252,416.81

<i>Workfare</i>	<i>December 2010</i>	<i>January 2011</i>
# of cases	92	99
# of people	104	123
Hours Performed	3,648.40	4,045.50
Dollar Value (\$7.50 per hr)	\$27,363.00	\$30,341.25

All able-bodied recipients are required to participate in the work-fare program. The number of hours assigned are calculated by dividing the amount of assistance received by the recipient by minimum wage. The number of participants and the number of hours worked increased from December 2010 to January 2011.